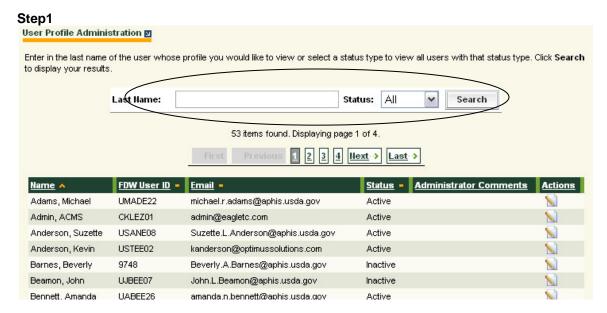
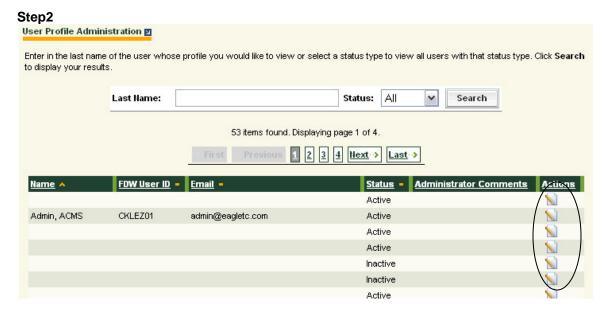
USER PROFILE ADMINISTRATION

The User Profile Administration tool allows administrators to edit any user profile that has registered for the ACMS. Administrators can also edit what access within ACMS the user has available to them.

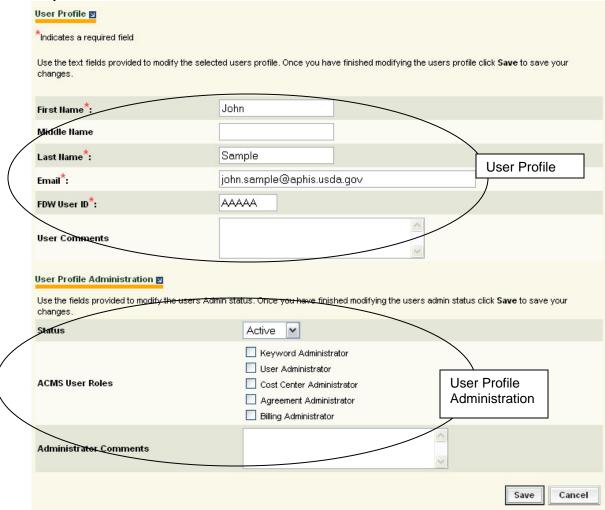


Type in a last name to search for a specific user profile or use the **<next>** button to browse the users listed. **<click>** a column header to resort the order in which the results are displayed.



To edit a user, <click> the edit icon.

Step 3



Edit any information within the User Profile section that needs adjusting.

Set the users status within the ACMS application in the User Profile Administration section.

<cli>k save> to save your keyword and return to the previous screen or <click cancel> to discard your information and return to the previous screen.

To edit your own profile use the My User Profile option within the application maintenance menu